

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**

AFROTC INSTRUCTION 36-2010

25 APRIL 2006



Personnel

AFROTC FIELD TRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*. It prescribes directive procedures and responsibilities for Air Force Reserve Officer Training Corps (AFROTC) Field Training (FT) preparation and operations. It implements guidance in accordance with (IAW) AFI 36-2011, *Air Force Reserve Officer Training Corps*; Title 10, U.S.C., Sections 2101-2111; the *Joint Federal Travel Regulation* (JFTR), and various Air Force Officer Accession and Training Schools Instructions (AFOATSI). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) available at: <https://afirms.amc.af.mil>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. It applies to all AFROTC personnel and FT host installation personnel assigned to AFROTC FT.

★SUMMARY OF REVISIONS

★This change: implements IC 2006-1 (Attachment 4), replaces paragraphs 2.4.1 through 2.4.2.1, adds paragraphs 2.4.3 through 2.4.5.2, and replaces paragraph 2.5.1.6. A star (★) indicates changes from the previous edition.

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Chapter 1

GENERAL ADMINISTRATIVE INFORMATION

1.1. Field Training Vision. Provide leadership, followership, and teambuilding opportunities for AFROTC cadets.

1.2. Field Training Mission. Evaluate military discipline and Air Force leadership potential; and to determine readiness for entry into the Professional Officer Course (POC).

1.3. Field Training Objectives. The primary objective of Field Training (FT) is to evaluate and stratify cadet performance. Secondary objectives include orientation to Air Force standards, demonstration of basic proficiency in expeditionary skills and knowledge, motivation towards an Air Force career, and an emphasis on a physically fit lifestyle.

1.4. Field Training Unit (FTU) Information.

1.4.1. Standard FTU. A 30-day training course conducted for AFROTC cadets in the 4-year program. This includes cadets who will have completed the entire General Military Course (GMC) by standard enrollment, dual enrollment, or accreditation by the detachment CC per AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*, or any combination thereof. Cadets will arrive on training day zero (TD-0) and depart on TD-29.

1.4.2. Extended Field Training. Provided for cadets who have not completed both semesters of both AS100 and AS200. The same as a Standard FTU, except being preceded by academic instruction. May be held either on- or off-base.

1.4.3. Location, size, number, and start/stop dates of FTUs will be provided via Region Headquarters (HQ).

1.5. Cadet Eligibility.

1.5.1. Cadets must have an appropriate qualified and certified physical.

1.5.1.1. Cadets who arrive at FT without an appropriate physical examination will be sent home, and both the detachment and region will be notified. An appropriate physical examination includes both the medical history and the certification.

1.5.1.2. Cadets who use an inhaler must have a doctor's prescription as well as a waiver permitting its use from the Department of Defense Medical Examination Review Board (DODMERB) or AETC/SG before attending FT. Cadets not in compliance will be sent home, and both the detachment and region will be notified.

1.5.1.3. Cadets will normally have an enrollment allocation (EA) (refer to AFROTCI 36-2013, *AFROTC POC Allocation and Categorization Management*).

1.5.1.4. Cadet must be accepted for fall enrollment at a 4-year institution in good standing. Detachments will confirm acceptance by the school for cadets not enrolled or not in good academic standing as soon as grades become available for acceptance/retention determination.

1.5.1.5. Cadets must pass the Qualifying Fitness Review (QFR) (See paragraph 2.2.).

1.5.2. If a non-US citizen, cadet must have potential for citizenship and commissioning. Reference AFROTCI 36-2011.

1.5.3. Non-immigrant foreign students referenced in AFROTCI 36-2011 may attend FT on a space available basis. Follow the application instructions in AFROTCI 36-2011 to request FT assignment for these students.

1.5.4. Commanders from AFROTC Detachments 755 and 756 are in a good position to determine cadets requiring English Language Training (ELT) prior to FT. Commanders may nominate a cadet to participate in ELT if the cadet demonstrates an English deficiency that is likely to create communication problems for the cadet during FT. HQ AFROTC/DO must approve all nominations.

1.5.4.1. Eligibility for ELT prior to FT includes the following criteria:

1.5.4.1.1. Cadet must be enrolled at Detachment 755 or 756.

1.5.4.1.2. Cadet must have an allocation from HQ AFROTC/RRFP as of 01 Apr to attend FT during the forthcoming summer.

1.5.4.2. In addition to the standard application process, Detachments 755 and 756 must submit a list of all cadets nominated to participate in ELT to HQ AFROTC/DOT no later than (NLT) 1 Apr. At a minimum, the list will contain the cadet's name, Employee Identification (EMPLID), current Aerospace Studies (AS) class enrollment, English Comprehension Level (ECL) and Oral Proficiency Interview (OPI) scores, and Air Force Officer Qualifying Test (AFOQT) scores.

1.6. Deferrals.

1.6.1. Cadets must satisfactorily complete FT before accessing to the POC. This requirement must be conveyed to cadets before they fill out an AFROTC IMT 48, **Planned Academic Program**, to ensure availability during the appropriate summer term.

1.6.1.1. Detachments must submit FT deferral requests to HQ AFROTC/RRFP via an AFROTC IMT 22, **Cadet Personnel Action Request**, (see AFROTCI 36-2011 for further guidance). Additionally, detachments **must notify HQ AFROTC/DOT immediately when a FT deferral request is submitted on any cadet pending FT attendance.**

1.6.1.2. Medical deferral requests must include all pertinent material. If a cadet is released from FT for medical reasons and must be deferred until the following summer, include the FT medical release package with the deferral request.

1.6.2. Cadets released from FT without prejudice are not automatically deferred. Detachments may request another FT assignment in the same year through HQ AFROTC/DOT provided space is available. If there are no open billets, or if the cadet is unable to return to another FTU during the same summer, detachments **must** submit an AFROTC IMT 22 to AFROTC/RRFP in order to request deferral and FT assignment in the following year.

1.6.3. Cadets removed from FT with prejudice (i.e., self-initiated elimination, inability to pass the PFT, honor code violations, failure to adapt to the military environment, etc.) may be considered for deferral on a case-by-case basis. Such requests are routed through the respective Region Commander (CC) via the AFROTC IMT 22. These requests **must be endorsed** in turn by the Detachment CC, Region CC, and respective FTU/CC prior to being submitted to HQ AFROTC/DO for concurrence. If DO concurs, it will be forward to HQ AFROTC/RRFP for AFROTC/RR approval. Each commander's endorsement will recommend either "*concur*" or "*non-concur*" with an explanation attached.

Chapter 2

FIELD TRAINING PRE-ARRIVAL REQUIREMENTS AND ACTIONS (DETACHMENT)

2.1 Processing Assignments and Orders. Reference Web Intensive New Gains System (WINGS) for Cadet Availability, Assignments and Orders.

2.1.1. Cadet orders. Detachments will produce cadet orders using WINGS. Place five copies of the orders inside the FT package, give two copies to the cadet, and maintain one copy at the detachment in the cadet's field personnel record group (FPRG). If necessary, orders for cadets who receive a late-notice assignment will be completed by HQ AFROTC/DOT and faxed to the detachment. Detachments will ensure the Non-Commissioned Officer in Charge, Commander's Support Staff (FTU/SDCS) at the appropriate FTU receives a copy. If a cadet is unable to get copies of his or her orders prior to departing for FT, the cadet may be allowed to pick up tickets at the airport and proceed to FT without orders (HQ AFROTC/DOT must approve and coordinate these requests).

2.1.2. Cadets who have a POC EA but no FT assignment will be placed on an FTU waiting list. These cadets must be on stand-by and ready to depart to their FTU up to TD-0 of the FTU they are assigned to as alternates. If not sent to **that** FTU, the cadet may request to be placed on other FTU alternate lists or request a deferral. Cadets placed on an FT assignment waiting list must be prepared to attend FT within 24 hours notice or risk not receiving an assignment.

2.1.3. Notify **both** HQ AFROTC/DOT **and then** HQ AFROTC/RRFP immediately if a cadet is disqualified for FT attendance for any reason.

2.2. Qualifying Fitness Review (QFR). FT is an intensely emotional and physically demanding experience for most cadets. Due to increased stress, possible reduction in sleep, and acclimation to varying weather conditions, all cadets must arrive in sound physical condition. To ensure all cadets (including Cadet Training Assistants (CTA)) who depart for FT are physically prepared and are thus given every opportunity to excel during FT, a QFR will be administered.

2.2.1. The QFR will consist of a Physical Fitness Test (PFT), height and weight check, and body fat measurement (if required). Refer to AFI 10-248, *Fitness Program*, and AFOATSI 36-2007, *AFOATS Fitness Program*, for procedures. The QFR will be administered no earlier than (NET) 30 calendar days prior to the end of the spring term preceding FT attendance and NLT immediately prior to departure for FT. Ensure cadets understand that QFR scores at the detachment may not be indicative of FTU performance scores due to increased stress, heat, altitude, etc.

2.2.1.1. **Allow each cadet one official attempt** to pass the QFR (retests for failures must be authorized by HQ AFROTC/DO). Cadets must be counseled via AFROTC IMT 1, **Cadet Field Training Assignment Briefing**, Attach 2 prior to administration and must sign a statement of understanding stating they have only one opportunity to pass the QFR. Refer to AFROTCI 36-2011 for appropriate administrative actions for cadets who fail the PFT portion of the QFR. AFROTC IMT 1 is used by detachment cadre to brief their cadets scheduled to attend Field Training.

2.2.1.2. Cadets who exceed their maximum allowable body fat percentage during the QFR will not be allowed to attend FT. See AFROTCI 36-2011 for administrative actions for cadets who fail to meet weight and fitness standards.

2.2.2. HQ AFROTC/DO will review all QFR retest requests (for any reason) on a case-by-case basis.

2.3. Cadet Preparation.

2.3.1. Detachment CC will ensure cadets have completed all paperwork and training and have all required uniform items before they depart for FT. Boots and leather shoes should be issued early enough to provide an adequate break-in period. Additional requirements are listed in T-203, *Field Training Manual* (FTM).

2.3.2. Prepare cadets and CTAs according to AFROTCI 36-2017, *AFROTC College Program*, and T-700, *The AFOATS Training Manual* (ATM).

2.3.3. Ensure all items in AFROTC IMT 83, **In/Out Processing Checklist**, which is used to ensure cadets receive all briefings and issue items they will need to take to FT, Section I, are accomplished for each cadet. No earlier than 30 calendar days prior to the conclusion of spring term final exams and before/prior to the QFR, a cadre member with prior FT experience will conduct the Cadet Field Training Assignment Briefing, using the AFROTC IMT 1, **Cadet Field Training Assignment Briefing**, which is used to ensure cadets have prepared to attend FT. In the event there is no FT-experienced cadre member at the detachment, the Commandant of Cadets (COC) will conduct the briefing. This briefing may be accomplished individually for each cadet or as a group.

2.3.4. Tattoos, Brands and Body Piercing. Brief cadets on the following: The rules regarding dress and appearance for Air Force personnel, as outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, apply to AFROTC cadets, including the rules on tattoos, brands, and body piercing.

2.3.4.1. The detachment CC will provide documentation (via Memorandum for Record (MFR)) for cadets with **ANY** tattoo visible while in any FTU uniform. The MFR will state that the cadet has been counseled on the AFROTC and Air Force requirements, and confirms that the process has begun to remove any of the aforementioned tattoos that have been deemed unauthorized or inappropriate (per AFI 36-2903).

2.3.4.2. Cadets with unauthorized or inappropriate tattoos will be required to [begin the process to] remove them at their own expense prior to attending FT. Using uniform items to cover unauthorized tattoos is not an option. Cadets will not be allowed to display excessive tattoos (IAW AFI 36-2903, Table 2.5, Notes 1-4). This instruction also applies to the physical training (PT) uniform.

2.3.4.3. For safety reasons, AFROTC requires cadets attending FT to have any visible or non-visible body rings (navel rings, nipple rings, earrings, etc.) or bracelets, removed prior to departing for FT (IAW AFI 36-2903, Table 2.5, Items 6 and 7). Such removal shall be the responsibility and at the expense of the cadet.

2.3.4.4. FTU/CC will contact respective detachment CC for any cadet found in violation of the tattoo/brands policies at any time during FT (without an accompanying MFR as stated in 2.3.4.1), including arrival and departure days, to validate that no counseling / MFR were accomplished. Cadets who have failed to notify their detachment CC will receive no greater than a “marginal” on image and bearing.

2.3.4.5. Any cadet found in violation of the body piercing policy at any time during FT, including arrival and departure, will be required to remove the ornament and will receive no greater than a “marginal” rating in the Performance Factor Rating (PFR) *Image/Bearing*.

2.3.5. High Value Personal Items. Cadets should not bring high value items (e.g., expensive jewelry, watches, cameras, etc.) to FT. A single, lockable drawer will be provided for every cadet to secure personal valuables. The Air Force will not be held liable for lost or stolen items.

2.4. Cadet Field Training Package.

★2.4.1. The cadet FT package will consist of two folding, non-pocketed folders without brads or prongs; one to be kept at the FTU CSS, and one to be maintained by the FTO. Place the folders in a 9 1/2 by 12-inch sealed envelope, which the cadet will then hand carry to FT. **NOTE:** This FT package does not apply to CTAs.

★2.4.1.1. DELETED

★2.4.1.1.1. – 2.4.1.1.7. DELETED

★2.4.2. The folders will be standard (letter size) file folders with **2 inch by 4 inch** white labels typed **double-spaced** IAW with Figures 2.1 and 2.2. Affix Label #1 to the upper left corner and Label #2 to the upper right corner of each folder.

★2.4.2.1. – 2.4.2.4. DELETED

Figure 2.1. Label #1 Format

SMITH, JAN P., 000-00-0000	
99999999	
Det 340	Lt Col Harris
(508) 555-1234	(508) 555-7890

Line 1: LAST NAME, FIRST NAME, MI (all caps) and social security number

Line 2: EMPLID

Line 3: Detachment number and Detachment CC's rank and last name

Line 4: Detachment phone number and Detachment CC's home phone number

NOTE: If the detachment CC will not be available during FT due to Permanent Change of Station (PCS), Temporary Duty (TDY), or other factors, include the name and home phone number of the senior officer who will be available during FT.

Figure 2.2. Label #2 Format

SMITH, WALTER L., Father
123 Main St, Uneeda NJ 00000-0000
(609) 555-3456
Active

Line 1: Parent/guardian/spouse name

Line 2: Guardian's street address

Line 3: Guardian's phone number

Line 4: Scholarship Status

★2.4.2.4.1. DELETED

★2.4.3. Cadets will provide three passport-size photographs, approximately 2"x 2", of themselves from the chest up. Uniforms are not required for these photos. Polaroid or digital color photos are acceptable, provided they are the correct size, clear, and contain only the cadet. Staple a photo to the middle of each folder between the two labels. The third will be placed in the FTO folder.

★2.4.4. Folder 1 / CSS. Complete or update the following documents prior to each cadet departing for FT. Provide copies of these items, in the order listed below top to bottom, in

the folder. DO NOT send original documents to the FTU. Maintain all original documents at the detachment in the cadet's FPRG.

★2.4.4.1. AFROTC IMT 83, **In/Out Processing Checklist**, with Section I completed.

★2.4.4.2. A certified/qualified physical to include **both the medical history** (documented on a DD Form 2492, **DOD Medical Examination Review Board [DODMERB] Report of Medical History**, a DD Form 2807-1, **Report of Medical History**, a DD Form 2807-2, **Medical Prescreen of Medical History Report**, or a SF 93, **Report of Medical History**) and **the certification documentation** (documented on a DD Form 2351, **DOD Medical Examination Review Board [DODMERB] Report of Medical Examination**, a SF 88, **Report of Medical Examination**, or a DD Form 2808, **Report of Medical Examination**). Detachments with Airman Education and Commissioning Program (AECP) or Airman Scholarship and Commissioning Program (ASCP) cadets attending FT will annotate on the top of the AF IMT 422, **Physical Profile Serial Report**, either "AECP" or "ASCP," as appropriate.

★2.4.4.3. Five copies of the cadet's FT orders.

★2.4.4.4. Completed and signed AFROTC IMT 2, **Field Training Uniform and Equipment Checklist**, which is used to ensure cadets receive all issue items they need to attend FT, (Attachment 3). AFROTC IMT 2 must be signed by the detachment COC or detachment cadre member with prior FT experience.

★2.4.4.5. Completed AFROTC IMT 1, **Cadet Field Training Assignment Briefing** (Attachment 2). AFROTC IMT 1 must be signed by the detachment COC or detachment cadre member with prior FT experience.

★2.4.4.6. One copy of travel itinerary

★2.4.4.7. One mailing label with the detachment address for use by the FT staff when returning all required documentation.

★2.4.5. Folder 2 / FTO

★2.4.5.1. Include detachment CC MFR regarding Tattoos, if appropriate.

★2.4.5.2. Third loose photo. (To be used by FTO for note taking ID or quick reference in the FTO's note tracker/notebook.)

2.5. Detachment Documentation Updates.

2.5.1. Complete or update the following documents **prior** to each cadet departing for FT and maintain at the detachment in the cadet's FPRG. **Do not** send original documents or copies to FT. Ensure information is entered in the Cadet Pay system and record built in Defense Finance and Accounting Service (DFAS).

2.5.1.1. DD Form 93, **Record of Emergency Data**.

2.5.1.2. VA Form SGLV-8286, **Service member's Group Life Insurance (SGLI) Election and Certificate**. All CTAs, standard FTU cadets, and extended FTU cadets are eligible for SGLI. Exception: Non-US citizens are not eligible for SGLI.

2.5.1.3. TD Form W-4, **Employees Withholding Allowance Certificate**.

2.5.1.4. SF 1199A, **Direct Deposit Sign-up Form**.

2.5.1.5. DD Form 2058, **State of Legal Residence Certificate**.

★2.5.1.6. Ensure actions taken in paragraphs 2.5.1.1 through 2.5.1.5 are entered in WINGS.

2.5.1.7. DD Form 2266, **Hometown News Release Information**. Cadet participation in this program is voluntary. Detachments will prepare the release, to include Block 9, prior to the cadet's departure using samples in AFOATSI 35-101, *AFOATS Public Affairs Program*, and place in cadet's FPRG. Do not include in FT package. After successful FT completion, detachment personnel will ensure all DD Forms 2266 are finalized and processed per AFOATSI 35-101.

2.5.2. All cadets eligible for commissioning after FT will be required to return to their detachments for commissioning.

2.6. Cadet Transportation.

2.6.1. Cadets are entitled to a Government Transportation Request (GTR). Generally, air transportation is the normal mode of travel if the air distance from the terminal closest to the cadet's point of departure to the terminal servicing the FTU is 150 miles or more as determined by the servicing ticket agency or Traffic Management Office (TMO).

2.6.2. Schedule cadets to arrive at their FTU's servicing airport hub between 1000 and 1400 on TD-0 and to depart the airport servicing hub after 1400 on TD-29. Airport servicing hubs will be announced via ARMS. Contact HQ AFROTC/DOT if unable to schedule air travel within these parameters. **NOTE:** *This is a high priority issue – detachment CCs must ensure compliance.*

2.6.3. Detachments will provide the GTR for ground transportation in lieu of air travel upon request. Remind the cadet reimbursement will not exceed the cost of air travel via GTR. Any cadet choosing to travel by Privately Owned Vehicle (POV) and arriving late to FT will result in a score no greater than "marginal" in the *Judgment and Decision Making* PFR.

2.6.4. Detachments will procure **all** authorized GTR tickets for cadets, unless otherwise directed. Overseas airline transportation will only be provided for cadets who reside in Hawaii, Alaska or US territories (Puerto Rico, Guam, US Virgin Islands, or American Samoa). Otherwise, cadets traveling from overseas locations will only be provided airline transportation from their Continental United States (CONUS) port-of-entry to FT and return to the same port-of-entry (reference JFTR, Vol. I).

2.6.4.1. Cadets with sponsors on PCS orders at overseas locations, who plan to travel prior to or following FT under the provisions of AFI 36-3020, *Family Member Travel*,

must either (a) complete FT prior to traveling overseas, or (b) complete their overseas travel prior to attending FT.

2.6.5. Tickets must be procured from an authorized government ticketing agent. Review all tickets and electronic ticket itineraries for accuracy and compliance with the JFTR, this instruction, and all applicable HQ AFROTC guidance.

2.6.5.1. Input all travel information in WINGS.

2.6.5.2. Maintain a log reflecting the dates tickets are received, distributed to cadets, refunded or returned to HQ AFROTC/DOT, and the cost of the ticket (to include providing information for electronic tickets. Have cadets sign the log for receipt and acknowledgment of ticket liability and retain log on file at the detachment for 1 year from travel completion date.

2.6.6. Processing unused tickets. Return all unused tickets and portions to the originating ticketing agent for refund with one copy of cadet orders and one copy of the passenger name request itinerary. Obtain a completed DD Form 730, **Transportation Requests and/or Tickets, Receipt for Unused – Including Unused Meal Tickets**, or other receipt, for all turn-ins or exchanges and file it with the ticketing log. Fax or mail a copy of the receipt to HQ AFROTC/DOT.

2.7. Ticket Changes and Liability. Brief cadets on the following:

2.7.1. Cadets are not allowed to change their mode of transportation after orders have been published. Cadets will coordinate rerouting or rescheduling with the detachment CC and assume liability for additional costs incurred, to include terminal mileage payments. Cadets desiring to alter their flight schedule *must* notify the detachment immediately. Cadet initiated changes will be accomplished through the airlines prior to departure for FT. Except in extreme cases, changes requested after arrival at the FTU will not be honored.

2.7.1.1. Replacement tickets cannot and will not be issued without turn-in/refund of the originally issued ticket.

2.7.2. Cadets are liable for their tickets. Cadets unable to account for their tickets will notify their detachment or, if already at the FTU, the FTU/SDCS, who will then notify the airline to ensure a lost ticket claim is filed.

2.7.2.1. Do not issue replacement tickets or reimbursement for mileage to cadets with unaccountable tickets. These cadets will complete travel to and from FT at their own expense. If the government receives a refund for the ticket, HQ AFROTC/DOT will forward an SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, to the detachment for the cadet to sign and return to HQ AFROTC/DOT. Refunds to the government normally take 180 to 240 days.

2.7.2.2. Cadets who lose their tickets and are unable to fund travel to or from FT must notify HQ AFROTC/DOT to cancel the assignment.

2.7.3. Cadets may retain any refunds, bonus coupons, or free miles received from airlines. Cadets will not volunteer to be bumped from their scheduled flight to FT under any circumstances.

2.8. Items Cadets Must Take to Field Training.

2.8.1. Cadet FT Package (as listed in paragraph 2.4.).

2.8.2. T-203, *Field Training Manual*.

2.8.3. All required uniform and additional items according to AFROTC IMT 2.

2.8.4. Medications (prescription and non-prescription).

2.8.4.1. Cadets will be allowed to retain prescription medications when they arrive at FT, provided the medications are accompanied by a doctor's note (birth control pills do not require a note). The note should detail recommendations for use plus any potential limitations that could impact full involvement in FT activities.

2.8.4.2. Cadets requiring regularly scheduled maintenance shots, such as Depo-Provera, must bring a doctor's note or prescription. If necessary, arrangements will be made to obtain these shots at the cadet's expense.

2.8.4.3. Cadets are allowed to retain certain non-prescription medications if they do not cause drowsiness, or enhance or degrade performance. The following non-prescription medications are allowed: aspirin, acetaminophen (i.e. Tylenol or Midol), ibuprofen (i.e. Nuprin), antacids (i.e. Tums), and general multipurpose vitamins (i.e. One-A-Day, or chewable vitamins). Some examples of non-prescription medications ***not allowed*** include those dealing with allergies, sinus problems, or sore throats.

2.8.4.4. Cadets on medication restricting them from exposure to sun must have a physician's written approval to participate in all activities at FT.

2.8.5. AFMAN 10-100, *Airman's Manual* (if issued at the detachment)

2.9. Cadet Uniform Issue.

2.9.1. Detachments are responsible for issuing required uniform items for all cadets scheduled (or tentatively scheduled) to attend FT. Use the AFROTC IMT 2, **Field Training Uniform and Equipment Checklist**, to ensure compliance. Cadets will wear leather shoes and combat boots at FT, covered only in standard polish (no "Leather Luster"-type product). Only initial-issue boots are authorized.

2.9.2. Detachment CCs will ensure all uniforms fit properly and that cadets meet dress and appearance standards. Uniform fit must present a professional appearance. Cadets reporting to FT with ill-fitting, unserviceable, or improper uniform items will be outfitted with proper uniforms at detachment expense and the discrepancy will be reported to the respective Region CC.

2.9.3. FTU/SD staff will issue DD Form 1131, **Cash Collection Voucher**, to any cadet who fails to turn in uniform items / equipment in a serviceable condition.

2.10. Final Eligibility Review.

2.10.1. During the 2 weeks prior to the completion of spring term finals, detachments will verify eligibility requirements for each cadet per paragraph 1.5. Notify **both** HQ AFROTC/DOT **and then** HQ AFROTC/RRFP immediately of any cadets who are no longer eligible to attend FT.

2.10.2. Verify cadets have met the requirements of the QFR (paragraph 2.2.).

2.11. Staff Assignments and Reporting.

2.11.1. FT has the highest priority of all summer duties, with the exception of the Academic Instructor Course or Officer/NCO PME schools. Personnel are assigned to FT only from permanent duty locations according to the JFTR and will not be rotated PCS while at FT. Any staff member on medical profile must have a written waiver approved by HQ AFROTC/DO to attend FT. FT cadre members may not be enrolled in the Body Composition Improvement Program (BCIP) (reference AFI 10-248).

2.11.2. FT staff positions and office symbols are as follows:

2.11.2.1. Commander (FTU/CC). Responsible to both the HQ AFROTC/DO and the FT host installation commander. Oversees the effective operations of the FTU. Uniform Code of Military Justice (UCMJ) actions requiring commander authority fall under HQ AFROTC/CC.

2.11.2.2. Vice Commander (FTU/CV). Serves as second in command to the FTU/CC. The FTU/CV will assume command in the FTU/CC's absence.

2.11.2.3. Director of Operations (FTU/DO). Oversees the daily operations of the FTU; directly supervises the FTU/ADO, FTU/COC, and flight training officers (FTO).

2.11.2.4. Director of Support (FTU/SD). Oversees all FT support functions including scheduling, administration, special projects, and host base support.

2.11.2.5. Commandant of Cadets (FTU/COC). FT staff member with prior FT experience and a recommendation from the FTU/CC to return as FTU/COC the following year. Responsible for maintaining discipline; standardizing training; and overseeing the physical fitness, drill and ceremonies, and standardization programs.

2.11.2.6. Assistant Director of Operations (FTU/ADO). FT staff member with prior FT experience and a recommendation from the FTU/CC to return as FTU/ADO the following year. Assists the FTU/DO by providing daily oversight and support to FTOs.

2.11.2.7. Scheduling Officer (FTU/SDS). FT staff member with prior FT experience and a recommendation from the FTU/CC to return as FTU/SDS the following year. Responsible for ensuring all training curriculum and administration is scheduled.

2.11.2.8. Project Officer (FTU/SDP). FT staff member with prior FT experience who coordinates all public affairs related activities and special projects. Primary point of contact for FTU memorabilia if any is ordered. Replaces any FTO removed/released from FT prior to TD-29. Also, supports COC and ADO where needed to observe standardization and professionalism issues across detachment.

2.11.2.9. Field Exercise Officer (FTU/SDX). Coordinates all activities in support of the Field Leadership Exercise (FLX).

2.11.2.10. Flight Training Officer (FTO). AFROTC officer who trains, counsels, and evaluates cadets within the flight.

2.11.2.11. Academic Instructor (FTU/SDA). Current AS 100 and 200 instructors assigned to conduct the curriculum at an extended FTU.

2.11.2.12. Military Training Instructor (FTU/MTI). Provides technical expertise on drill and ceremonies, image and bearing, customs and courtesies, training techniques, and overall military decorum. This individual is not nominated by the AFROTC Region HQs.

2.11.2.13. Non-Commissioned Officer in Charge (NCOIC), Commander's Support Staff (FTU/SDCS). Supervises the Commander's Support Staff (CSS) and oversees all administrative and personnel functions.

2.11.2.14. Commander's Support Staff (FTU/SDCSS). Referred to as CSS. Consists of non-commissioned officers (NCO) assigned to support all FTU requirements. Each CSS member will be assigned to a specific squadron.

2.11.2.15. Cadet Training Assistant (CTA). Recent FT graduate that has received a Field Training Distinguished Graduate (FTDG) Award, Field Training Superior Performance (FTSP) Award, or other "top third" rating and an endorsement from the FTU/CC to return as a CTA. This cadet directly assists an active duty officer in the training environment. This is a summer leadership opportunity for cadets and takes precedence over all other summer programs.

2.11.2.16. FTU Liaison (FTU/SDL). Assigned to host base and serves as the liaison between the base and the FTU staff. Primary contact for base support and coordination. Holds the AFROTC Government Purchase Card.

2.11.3. HQ AFROTC/DO will assign specific FTUs to each region (for manning purposes only). Region CCs will then nominate the following staff members in support of those FTUs: FTU/CC, FTU/CV, FTU/DO, FTU/SD, FTU/COC, FTU/ADO, FTU/SDS, FTU/SDP, FTU/SDX, FTU/SDA and FTU/SDCS. Regions should forward the names of these individuals, plus any other required information, to HQ AFROTC/DO upon request.

2.11.3.1. Staff members must have prior FT experience and a specific recommendation from their respective FTU/CC to return the following summer as FTU/COC, FTU/ADO, FTU/SDP or FTU/SDS.

2.11.4. HQ AFROTC/DO will assign all FTU staff members, including CTAs (reference paragraph 2.10.2.14), based on nominations provided by the Region CCs, as follows:

2.11.4.1. FTOs will be assigned in a ratio of one FTO to every flight (approximately 25-30 cadets per flight).

2.11.4.2. FTU/SDCSS will be assigned in a ratio of one NCO for each cadet squadron.

2.11.4.3. Two FTU/SDAs will be assigned to each extended FTU and, if possible, will teach the same GMC subjects they taught at their detachments. Coordinate with AFOATS/CR to mail or hand-carry required visual aids, lesson plans, and tests to FT.

2.11.4.4. CTAs will be assigned in a minimum ratio of one CTA per flight and squadron plus 5 Traditional CTAs per cadet group.

2.11.5. CTAs must be on contract, have received a FTDG, FTSP, or other “top third” rating and an endorsement from the FTU/CC to return as a CTA, and have at least one term remaining after FT. Detachment CCs will nominate and rank order qualified CTA candidates for selection to the region. Regions will validate nominations, rank order based on FT performance, and forward a consolidated list of nominations accompanied with **Field Training Performance Report** to HQ AFROTC/DO NLT 31 January. The goal of CTA selection is to provide each FTU with the highest caliber staff possible.

2.11.5.1. CTAs may also be assigned to Professional Development Training (PDT) before or after CTA duty; however, full round trip travel must be completed prior to attending a second summer duty. A minimum of 7 days between duties is strongly recommended. In special cases, such as cadets traveling from overseas locations, the requirement for round trip travel may be waived by HQ AFROTC/DOT.

2.11.5.2. CTA duty takes priority over other summer PDT programs. Any cadet that meets CTA qualifications and is subsequently selected by HQ AFROTC to perform CTA duty will be given preferential consideration for other PDT programs whenever possible.

2.11.5.3. Cadets will normally serve as CTAs only once. Any exception must be coordinated through the respective Region/CC and approved by the AFROTC/DO.

2.11.5.4. CTAs are prohibited from receiving incentive / orientation flights while at FT.

2.11.6. The Senior Staff, which includes the FTU/CC, FTU/CV, FTU/DO, FTU/SD, FTU/SDS, FTU/SDP, FTU/ SDX, FTU/SDCS, FTU/ADO, FTU/COC, and FTU/MTI will attend the FT Senior Leadership Conference. HQ AFROTC/DO will determine which additional experienced and or alternate staff members will attend the conference.

2.11.7. The Senior Staff, CSS NCOs, and Traditional CTAs will arrive for in-service training (IST) 10 days prior to TD-0. Other officer staff and CTAs will arrive 7 days prior to TD-0. Variations must be approved by HQ AFROTC/DO.

2.11.8. **All** FT staff members **must** review this instruction, the FTM, Field Training Staff Manual, the ATM, and other AFROTC/DO provided guidance prior to FT.

2.12. Staff TDY Orders.

2.12.1. Detachment staff members attending FT will complete their orders via DTS by 10 April (earlier, if possible).

2.12.2. Detachments will produce cadet CTA orders using WINGS. If necessary, orders for CTAs who receive a late-notice assignment will be completed by HQ AFROTC/DOT and faxed to the detachment. Detachments will ensure the Non-Commissioned Officer in Charge, Commander's Support Staff (FTU/SDCS) at the appropriate FTU receives a copy. If a CTA is unable to get copies of his or her orders prior to departing for FT, the CTA may be allowed to pick up tickets at the airport and proceed to FT without orders (HQ AFROTC/DOT must approve and coordinate these requests).

2.12.2.1. CTA travel will be planned from point of departure to the FTU servicing airport, NOT the contract air hub being used for cadets attending FT.

2.12.3. When members elect to travel by POV, entitlements are based on actual mileage traveled or the GTR cost, whichever is less. Members will *not* be reimbursed for vicinity travel in and around the TDY location or authorized excess baggage without prior AFROTC/DO approval. Contact your support base travel pay section prior to departure for more information regarding travel entitlements.

2.12.4. Members are not authorized rental cars.

2.13. Staff Uniforms. All active duty and CTA staff members will report with the required uniforms to include: short sleeve blues, Battle Dress Uniforms (BDU) with plain black t-shirts, (no patches on cadet BDUs), and Flight Dress Uniforms (FDU) as appropriate. Three sets of both blues and BDUs are recommended.

2.13.1. CTAs are authorized to wear corfram shoes and non-issue Air Force authorized boots, but must purchase them at their own expense. *FTU/CCs should keep in mind these are not issue items for cadets; therefore, standardization among CTAs may not be possible.*

2.13.2. Detachments will issue CTAs one set each of cadet colonel soft and metallic BDU rank for wear while at FT. **HQ AFROTC/DOS will provide CTA badges at the FTUs for presentation upon completion of FT duty.** CTAs will turn in cadet colonel rank upon returning to the detachment unless their rank for the fall term is cadet colonel.

2.13.3. Staff Physical Training Uniforms (SPTU) will be issued at the FTU during In-Service Training (IST). SPTU issue will consist of the following: two or three white shirts (depending on FTU location) with the AFROTC emblem and "STAFF" lettering, two or three pair of black shorts, and one or two black baseball style caps. Ellsworth staff members will be issued one set of PT sweats during IST. Staff members may order additional SPTU items at their own expense. FTU/SD will provide size information to the location FTU liaison officer as directed in T-204, *Field Training Staff Manual*.

2.13.3.1. Wear the SPTU as a complete uniform to include the baseball style cap while on the FT campus or when actively engaged in training. The baseball style cap is optional during PT activities.

2.13.3.2. The SPTU is **not** an officially recognized uniform and **not** intended for full time wear at FT. All staff members should wear official uniforms to the maximum extent possible and should mirror the uniform the cadets are wearing.

2.13.3.3. The SPTU (without hat) may be worn off the FT campus for short convenience stops or to fast food restaurants. It will not be worn for extended shopping periods or in establishments selling or serving alcohol, except for the casual areas of the Officers' and NCO Open Mess.

2.13.3.4. Officers will wear the baseball style cap with metal (non-subdued) rank centered.

2.13.3.5. CTAs will wear the baseball style cap with white "CTA" lettering. The baseball style cap will not be folded, "crushed," or otherwise altered or replaced.

2.13.3.6. The black baseball style hat will not be worn by any staff members prior to TD-0. This will decrease the possibility of cadet confusion on current FTU staff.

Chapter 3

FIELD TRAINING REQUIREMENTS AND ACTIONS (TD-0 THROUGH TD-29)

3.1. Cadet Arrival and In-Processing.

3.1.1. FTU/SDCS will contact the appropriate airline to file a lost ticket claim for those cadets who are unable to account for their return tickets.

3.1.2. FTOs will conduct a short interview with their cadets on TD-0, at which time they will collect car keys, cell phones, palm pilots, and all other contraband items (these items will be returned prior to cadet departure from the FTU). During initial inprocessing, the FTU physician will review all medications, and will provide a note for the FTO regarding its safe use at FT. FTOs will also check non-prescription medicines (see paragraph 2.8.4 for a list of authorized medicines). If the FTO is unsure about the effects of a particular non-prescription medication, a base physician must approve the medication before allowing the cadet to retain it.

3.1.2.1. If additional medication is required, instruct the cadet to report to sick call and consult with a health care provider. If the medication hinders completion of FT requirements of PT, send the cadet home without prejudice.

3.1.2.2. If a cadet has a prescription medication but does not have an accompanying doctor's note, the medication will have to be approved by a base provider NLT TD-1. Cadets with prescription medications preventing completion of FT requirements will be sent home without prejudice.

3.1.3. Conduct height and weight measurement, and abdominal circumference on all cadets upon arrival at FT for in-processing, in a manner most practical at your respective FTU. Administer a body fat measurement for all cadets who exceed their maximum allowable

weight (MAW). Cadets at or below the maximum body fat standard require no further administrative action.

3.1.3.1. Cadets who exceed both their MAW and maximum allowable body fat percentage will receive an automatic “unsatisfactory” *Image/Bearing* PFR rating, will be removed from the FTU with prejudice, and sent home.

3.1.4. Cadets will be given a DD Form 2870, **Authorization for Disclosure of Medical or Dental Information**, at the Hub Airport to fill out while on the plane to the FTU. Collect these forms and place them in the cadet individual files. **NOTE:** For those cadets who did not arrive by contract transportation, give them a DD Form 2870 to fill out on the spot and collect it from them.

3.1.5. FTU/SDCS will consolidate and submit an in-processing discrepancy log to HQ AFROTC/DOT NLT TD-5.

3.2. Field Training Cadet Discipline

3.2.1. All staff members must document significant training and or discipline deficiencies as they occur using an AFROTC IMT 341, **Excellence/Discrepancy Report**. Staff members who document an excellence or discrepancy, will ensure the AFROTC IMT 341 has all pertinent cadet information, then personally annotate the IMT with a description of the event, the corresponding performance dimension, flight or office information, and signature.

3.2.2. Staff members should utilize the following IMTs, as required, to accomplish the FT mission:

3.2.2.1. AFROTC IMT 17, **Cadet Field Training Counseling Record**, which is used to counsel cadets regarding their performance.

3.2.2.2. AFROTC IMT 27, **Field Training Performance Report**, which is generated using the WINGS program to document cadet performance while at Field Training.

3.2.2.2. AFROTC IMT 82, **AFROTC Cadet Sign Out/In Register**, which is used to track any individual cadet movement away from the flight area.

3.2.2.3. AFROTC IMT 84, **Dormitory Checklist of Authorized Items (male)**, which is used to document cadet performance in both formal and informal inspections.

3.2.2.4. AFROTC IMT 84M, **Maxwell AFB Dormitory Checklist of Authorized Items (male)**, which is used to document cadet performance in both formal and informal inspections.

3.2.2.5. AFROTC IMT 84-1, **Dormitory Checklist of Authorized Items (female)**, which is used to document cadet performance in both formal and informal inspections.

3.2.2.6. AFROTC IMT 84-1M, **Maxwell AFB Dormitory Checklist of Authorized Items (female)**, which is used to document cadet performance in both formal and informal inspections.

3.2.2.7. AFROTC IMT 85, **Squadron Area Inspection Report**, which is used to document cadet performance in both formal and informal inspections.

3.2.2.8. AFROTC IMT 204-1, **Flight Drill Performance Rating Profile**, which is used to evaluate drill performance at FT.

3.2.2.9. AFROTC IMT 341, **Excellence/Discrepancy Report**, which is used for on-the-spot correction of excellent or deficient cadet performance.

3.2.2.10. AFOATS IMT 2, **Leadership Evaluation Report**, which is used to document and evaluate cadet performance in an individual or group leadership activity.

3.2.3. Physical Discipline.

3.2.3.1. Physical discipline (PD) may be administered by all officers and Military Training Instructors. NCOs and **CTAs are not authorized to administer PD at any point in time.**

3.2.3.2. PD will consist off three exercises, push-ups, flutter kicks, and lunges. There will be a graduated approach to PD, with more possible repetitions with each passing week. From TD-0 to TD-7, one set of 20 repetitions of any exercise may be administered. From TD-8 to TD-28, up to two sets of 20 repetitions of any exercise. A 20 second period of rest must be administered between sets. Rest cannot be in a position of physical stress (i.e., front leaning rest).

3.2.3.3. PD will not be administered within 36 hours of a PFT.

3.3. Physical Training (PT).

3.3.1. PT consists of scheduled syllabus activities or any PT activity the FTO elects to accomplish during FTO time. PT will follow the guidance in the FT Syllabus and the FTM. The purpose of PT is to increase fitness levels and promote healthy lifestyles in future officers. Care must be taken not to over work muscle groups prior to the PFT (extensive PT within 20 hours prior to an official PFT).

3.3.2. Athletics Penalty Box. Physical activities such as calisthenics may be administered in the penalty box as part of competitive sports for rules violations. FTU staff must comply with the rules for this activity as specified in the FTM.

3.4. Field Training Completion Requirements.

3.4.1. In order to satisfactorily complete FT, a cadet must accomplish all of the following:

3.4.1.1 Complete at least 80% of required training as specified in the *Field Training Syllabus*.

3.4.1.2. Not be absent from the FTU for more than 72 consecutive hours.

3.4.1.3. Not be restricted medically beyond limits of paragraph 3.10.1.

3.4.1.4. Pass the PFT by TD-14.

3.4.1.4.1. Cadets will have two opportunities to pass the PFT prior to TD-14. There will be a minimum of 5 days between the 1st and 2nd PFTs. Cadets will take one additional PFT after TD-14 for a total of three PFTs during FT.

3.4.1.4.1.1. A Physical Fitness Diagnostic will not be conducted at FT.

3.4.1.4.1.2. Cadets who are not able to pass the PFT by TD-14 due to a medical profile will be released from FT on TD-14 for medical reasons without prejudice.

3.4.1.4.1.3. Schedule a make-up PFT within 3 days for cadets who were on medical profile or otherwise unable to take the primary PFT.

3.4.1.4.1.4. Do not issue conditional events for PFTs failed at FT.

3.4.1.4.1.5. An AFROTC IMT 17, **Cadet Field Training Counseling Record**, counseling will be accomplished by the FTU/COC on any cadets who fail the third PFT. COC will determine further consequences if deemed necessary.

3.4.1.4.2. All PFTs will be input on the FTPR. The *Physical Fitness Assessment* (Prep for FT category) PFR will be based on the score of the first PFT only.

3.4.1.5. Attain an 80% or better academic average (extended FTU).

3.4.1.6. Not be rated “Unsatisfactory” in any performance factor rating. This will result in an automatic overall rating of “Unsatisfactory.”

3.4.1.7. Not be rated overall “Unsatisfactory” or “Marginal” on the FTPR.

3.5. Cadet Counseling and Evaluation.

3.5.1. FTOs will maintain a folder on each cadet in the flight during the FTU and for 2 calendar years from the FTU completion date, at which time the folders should be disposed of properly. The folders should be reviewed periodically by the FTU/DO or FTU/ADO and will contain the following items:

3.5.1.1. FT Counseling Reports.

3.5.1.2. AFROTC IMTs 17, **Cadet Field Training Evaluation Record** (if applicable).

3.5.1.3. AFROTC IMTs 341 (if applicable).

3.5.1.4. Peer compilation sheet from peer evaluations.

3.5.1.5. Academic (extended FTU) and or knowledge test scores.

3.5.1.6. Writing samples (if applicable).

3.5.1.7. FTO's notes and observations.

3.5.1.8. Individual Drill Evaluation (IDE) score sheets.

3.5.1.9. **Field Training Performance Report** (final copy).

3.5.1.10 AFOATS IMT 2, **Leadership Evaluation Report** (Minimum: 1 per cadet)

3.5.1.11. Any additional documentation the FTO would like to maintain on the cadet.

3.5.2. Conduct an initial counseling NLT TD-2. Items common to all cadets may be done en mass. Discuss expectations and explain that all cadets enter FT with a "Satisfactory" rating in each PFR. Their individual performance will raise or lower their rating in each area.

3.5.2.1. Conduct a mid-FT counseling with each cadet on or about the mid-point of FT. Additional counseling sessions may be conducted as needed at any time during FT.

3.5.2.2. Conduct a final counseling with each cadet not earlier than 2 days prior to the cadet departure date using the "near final" draft of the **Field Training Performance Report**, to include insight into their top/middle/bottom third rating (not specific rankings). Explain to the cadet, ratings are not final until the cadet has departed the FTU. Anything the cadet does before that point can positively or negatively impact the final rating. Do not inform cadets of Distinguished Graduate or Superior Performer status at this counseling. You may inform cadets of your recommendation to return as CTAs.

3.6. Preparing the Field Training Performance Report. This report is used to evaluate cadet performance during FT.

3.6.1. Complete a **Field Training Performance Report** on all cadets.

3.6.2. For the FTO Comments block, three separate areas will be documented: *Preparation for Field Training*, *Strengths*, and *Areas for Improvement*. At least two bullets are required for each area, and a minimum six bullets are required in total for all cadets. Enter FTO information as indicated.

3.6.3. All comment blocks do not have to be filled. However, the FTO must be able to give the detachment CC meaningful information on each cadet's leadership performance. The FTO and FTU/CC must collectively provide enough information to sufficiently address any unsatisfactory or marginal behavior and substantiate the assigned rating.

3.6.3.1. Do not use "cookie cutter" bullets. Take the time to identify specific behaviors, skills, and abilities which may be helpful for detachment staff.

3.6.4. For the FTU/CC Comments block, bullets are required only for cadets receiving an overall "Unsatisfactory" or "Marginal" rating. Enter FTU/CC information as indicated. The FTU/CC must sign *all Field Training Performance Reports* for cadets who are: FTDG or FTSP award winners, rated overall Marginal or Unsatisfactory, or "Recommended for CTA Duty" in the FTU/CC Comments block. Either the FTU/CC or the FTU/CV may sign all other reports.

3.6.5. FTU/CCs will contact HQ AFROTC/RRFP regarding any cadet who receives an overall marginal rating and was intended for commissioning immediately following FT.

Coordination on the cadet's pending commissioning status will then be deferred to the cadet's respective detachment.

3.7. Cadet Out-Processing. FTU/SDCSSs should take the following actions:

3.7.1. Schedule out-processing during TD-28 in the cadet day rooms or other designated area.

3.7.2. Ensure all equipment is accounted for and dormitories are in inspection order before authorizing any cadet departures from the FTU. Cadets who do not return (or replace) issued equipment will receive a rating no greater than **marginal** in the *Accepts Personal Responsibility* PFR and will be issued a DD Form 1131, **Cash Collection Voucher**.

3.7.3. FTU/SDCS arranges for transportation to the airport/bus terminal as required. Coordinate with HQ AFROTC/DOT for information on contracted transportation support.

3.8. Releases/Removals from Field Training – General Guidance.

3.8.1. The FTU/CC must consult with the HQ AFROTC/DO prior to any cadet release or removal from FT. The FTU/CC will interview and clear all cadets released or removed from FT to determine their ability to travel and will telephone the respective Detachment CC. If the FTU/CC believes additional counseling is necessary or warranted, schedule the cadet for an appointment with the appropriate host base agency (mental health, chaplain, etc.) prior to departure from the FTU. Ensure the cadet contacts a family member, with the FTU/CC or FTU/DO present, to ensure someone can pick the cadet up upon return home.

3.8.2. For any non-contract cadet removed with prejudice, recover the cadet's uniforms, issue an AF IMT 1297, **Temporary Issue Receipt**, and return all recovered items to the detachment; do not wait until the end of FT to return these items.

3.8.3. The FTU/CC will submit a memorandum to the Detachment CC explaining the decision to release/remove from training, along with the cadet's endorsement acknowledging the reasons for and consequences of the release/removal. The package should include all pertinent data, such as line of duty determinations, medical records, counseling documents, memorandums, etc. The FTU/CC will investigate any cadet allegations as appropriate, without delaying the cadet's departure, and include the results in the release/removal package.

3.8.4. Complete a **Field Training Performance Report** for all cadets.

3.9. Emergency Absence or Administrative Release. In an emergency, or in extraordinary circumstances, FTU/CCs may authorize cadet absences from FT for a maximum of 72 consecutive hours. Release without prejudice, those cadets who are absent longer than 72 consecutive hours or who cannot make up enough missed training to meet syllabus requirements.

3.10. Medical Release. FT goals can only be accomplished when cadets are active participants in all areas. Arrange an examination at the host base medical treatment facility (MTF) for cadets who are injured or become ill to determine if they are physically able to continue training.

3.10.1. Cadets medically restricted to quarters or admitted to the MTF for a cumulative period exceeding 72 clock hours, will be released without prejudice and sent home, even if they have successfully completed the PFT.

3.10.2. Cadets placed on profile, preventing their active participation in PT, competitive sports or drill for a cumulative period of more than 80% of physical activity time (to include morning PT, Leadership Reaction Course, confidence course, athletics, warrior competition day, warrior runs (not FTO Time PT sessions)), will be released without prejudice. If a session is cancelled, cadets will be given credit for having attended, whether on profile or not.

3.10.3. For serious illnesses or injuries requiring hospitalization or follow-on treatment, the FTU/CC will contact AFOATS/JA and the host base hospital to arrange for treatment according to AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*.

3.10.4. Complete administrative or informal line of duty determinations (LOD) on **all** cadets injured at FT using a memo format addressed to the Department of Labor Office of Workers' Compensation Program (do not use an AF IMT 348, **Line of Duty Determination**). Send copies of LODs to the cadets' detachments at the conclusion of FT.

3.10.5. Off-base medical visits. Ensure the following forms are completed for cadets treated at off-base medical facilities: CA-1, **Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, or CA-2, **Notice of Occupational Disease and Claim for Compensation**, as appropriate, CA-16, **Authorization for Examination And/Or Treatment**, and CA-20, **Attending Physician's Report (or release paperwork) endorsed by a physician (not a physician assistant or nurse)**. Cadets will need these forms to file their claim with the U.S. Department of Labor (DoL) following FT. In the event of after-hours care, inform cadet to request prescription medication from physician to cover time period prior to military pharmacy open hours.

3.10.5.1. FTU/SDCS will fax the required DoL forms, the LOD, and any other pertinent medical information to (216) 357-5378 and to cadet's detachment within 3 duty days of the injury.

3.10.5.2. FTU/SDCS will call (216) 357-5314 to seek a claim number 2 duty days after sending the paperwork and provide this number to the off-base MTF billing department and the cadet's detachment. **NOTE:** *If a claim number has not been established by TD-29, the cadet's detachment must seek the claim number and contact the off-base MTF.*

3.10.6. Remind cadets to contact their Detachment CC **prior** to seeking/receiving follow on care. Follow on care by a civilian doctor may need to be pre-approved by the DoL, or associated costs may not be reimbursed.

3.10.7. Secure all medical records on all cadets at the end of FT and mail them with their FT records to the respective detachments.

3.11. Self-Initiated Elimination (SIE). Ensure any cadet desiring to voluntarily SIE from FT has been briefed on the consequences and is making an informed decision. Once the decision is made, separate that cadet from all other cadets and initiate the removal process.

3.11.1. Do not accept verbal requests to SIE. Instruct the cadet to prepare a memorandum stating the reasons for the SIE. The memorandum should be addressed to the FTO, FTU/DO, and FTU/CC, in-turn.

3.11.2. The FTU/CC will counsel the cadet on an AFROTC IMT 17 identifying the consequences of the SIE, and the cadet will endorse the IMT.

3.11.2.1. Advise scholarship cadets that withdrawal jeopardizes their future status as candidates for a commission in any of the United States armed forces and will likely result in their disenrollment, as well as possible involuntary call to extended active duty in their enlisted grade or repayment of scholarship benefits.

3.11.2.2. Advise non-scholarship GMC cadets that withdrawal from FT will jeopardize their future status as candidates for a commission in any of the United States Armed Forces.

3.12. Military Performance Removals.

3.12.1. The FTU/CC may, at any time, remove a cadet for such offenses as serious misconduct, lack of discipline, honor code violations, indifference to training, drug or alcohol involvement, or drug test failure. Misconduct en route to FT or during academics (Extended FTUs) may also be sufficient cause for removal. If removal is not warranted, the HQ AFROTC/DO can direct other consequences on the **Field Training Performance Report** (i.e. no Distinguished Graduate/Superior Performer, marginal judgment and decision making, etc.) The FTU/CC will consult with the HQ AFROTC/DO prior to making the final decision to remove or continue the cadet. The FTU/CC will notify the cadet in writing of the decision.

3.12.2. The FTU/CC may remove a cadet for failure to meet standards at any time during FT. Remove a cadet with prejudice when it is determined the cadet will definitely receive an Unsatisfactory rating on any **Field Training Performance Report** performance factor.

3.13. Field Training Cadet Awards. See AFROTCI 36-2020, *AFROTC Cadet Awards and Decorations*, for award criteria. Field Training staff can announce and recognize all award winners at the Awards ceremony. CTA badges will be presented at the ceremony. However, all ribbons/medals will be presented at the detachments.

3.14. Miscellaneous Requirements.

3.14.1. Cadets must be allowed time at the airport or bus terminal to contact a parent, guardian, or spouse to announce their safe arrival at their own expense. This must be accomplished prior to arriving at the FTU. Cadets arriving via POV must accomplish this prior to reporting to the FTU base.

3.14.2. Secure outside entrances to cadet dorms each night from lights out to wakeup.

3.14.3. Footwear Break-in Procedures. Detachment CCs must ensure both combat boots and low quarters are issued as soon as possible following enrollment allocations. Instruct cadets on proper procedures to break in footwear in order to prevent missing training. Missed training can result in release/removal from FT.

3.14.4. FTU Daily Status Report. E-mail a daily status report to afrotc.dot@maxwell.af.mil each day NLT 0900 Central Standard Time through TD-29. Mandatory documentation on the daily report is required for any of the following events: cadets who fail to arrive at the

FTU, cadets who arrive after 2400 on TD-0, cadets who arrive without a proper physical, any heat stress related events, and cadets who are released or removed from FT.

3.14.5. Cadet Payroll and Travel Allowances. Authorizations for payments to cadets for FT pay and travel allowances are contained in AFI 36-2011, *Air Force Reserve Officer Training Corps*; DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowances*; and the JFTR, Chapter 7. Host base military pay technicians will update Defense Joint Military Pay System for cadet pay transactions. Pay CTAs concurrently with other cadets.

3.14.6. The FTU/CC may release from duty any unsatisfactory staff member and direct the member to return to the detachment. In such a case, the FTU/CC must notify HQ AFROTC/DO immediately and submit a report to the respective Detachment CC; provide an info copy to AFROTC/CC, and the respective Region CC. Any disciplinary actions imposed on FT staff members will be coordinated with AFOATS/JA, AFOATS/CCF (for enlisted members), and the individual's Detachment CC. Disciplinary actions imposed on commissioned officers may need to be coordinated with AFOATS/CC.

3.14.7. FTU staffs will **not** prepare "FT Completion Certificates" or Award Certificates (Distinguished Graduate, Superior Performer, "Ironman", etc.). The **Field Training Performance Report** is the only official documentation of FT completion and awards. Detachments may prepare locally generated, unofficial certificates after their cadets return from FT.

Chapter 4

Post Field Training Requirements and Actions

4.1. Cadet Records. Ensure a completed/signed copy of the **Field Training Performance Report** is included. Mail these documents, medical records/documents, and the AF IMT 522, **USAF Ground Weapons Training Data**, to respective detachments.

4.1.1. Coordinate with host base medical personnel to ensure the FTU receives cadet medical records, to include off-base medical records/history, prior to the FTU completion date.

4.1.2. Multiple records from the same detachment should be bundled and mailed together to save mailing costs.

4.1.3. Provide each FTO with the original of the final **Field Training Performance Report** for the respective flight (see paragraph 3.4.1).

4.1.4. FTU/SDCS is responsible for ensuring all mailings are accomplished and cleared from the ROTC facilities prior to staff departure.

4.1.5. Complete all cadet data requirements and coordinate completion with HQ AFROTC/DOT as final action prior to staff departure.

4.2. Field Training Unit Inventory. FTU/SDCS will accomplish a complete inventory and submit to HQ AFROTC/DOT prior to TD-0 and again following cadet departure on TD-29. Coordinate inventories with FTU/SDL and the incoming FTU staff as applicable.

4.3. Executive Summary. The FTU/CC will complete an executive summary for the FTU. Forward both a hard copy and an electronic copy to afrotc.dot@maxwell.af.mil NLT 7 calendar days after the FTU/CC departs the FTU.

4.4. Staff Evaluations.

4.4.1. Use the AF IMT 77, **Letter of Evaluation**, to complete evaluations on all active duty staff members below the grade of O-5 upon FTU closeout. Forward copies NLT TD-29 as follows:

4.4.1.1. Copy to Detachment CC

4.4.1.2. Copy to Region CC

4.4.1.3. Copy to HQ AFROTC/DOT

4.4.1.4. Original to be maintained by rater for 2 calendar years

4.4.2. Complete evaluations on all CTAs using the AFROTC IMT 16, **Officer Cadet Counseling Record**. FTOs will evaluate Flight CTAs. The COC will evaluate traditional CTAs and squadron CTAs (unless otherwise delegated). A written evaluation will be completed on each CTA and forwarded to the appropriate Detachment CC. Include these evaluations with the bundled cadet records for mailing to the respective detachments. CTAs will receive a separate AFROTC IMT 16 for each position held.

4.4.2.1. COCs will submit Outstanding CTA Nomination Package to AFROTC/DOT NLT 7 business days after TD-29.

4.5. Staff Departure. Active duty staff may be retained up to 2 days after TD-29, as required, to complete FTU close out and or allow for FTU staff changeover. CTAs may be retained up to 1 day. The FTU/CC may release FTU/SDAs upon completion of duty. HQ AFROTC/DO may release other staff based on requirements at the time.

4.6. Actions for Marginal or Unsatisfactory Cadets.

4.6.1. HQ AFROTC/RR will review contract cadets who receive an overall Unsatisfactory rating and all cadets (both scholarship and non-scholarship) who receive an overall Marginal rating at FT to determine if they will be allowed to continue in the AFROTC program. Reference AFROTCI 36-2013, Counseling Requirements on FT Marginal and Unsatisfactory Ratings section, for required detachment action.

4.6.2. Non-scholarship cadets who receive an overall Unsatisfactory rating at FT or are released with prejudice are not eligible for enrollment into the POC. Waiver requests must be submitted to HQ AFROTC/RRFP via an AFROTC IMT 22, **Cadet Personnel Action Request**, following the procedures in paragraph 1.6.3 herein.

Chapter 5

Forms and Information Management Tools (IMT)

5.1. Adopted. CA-1, Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; CA-2, Notice of Occupational Disease and Claim for Compensation; CA-16, Authorization for Examination And/Or Treatment; CA-20, Attending Physician's Report; SF Form 88, Report of Medical Examination, SF 93, Report of Medical History, SF 1164, Claim for Reimbursement for Expenditures on Official Business; SF 1199A, Direct Deposit Sign-up Form; TD Form W-4, Employees Withholding Allowance Certificate; DD Form 93, Record of Emergency Data; DD Form 730, Transportation Requests and/or Tickets, Receipt for Unused – Including Unused Meal Tickets; DD Form 1131, Cash Collection Voucher; DD Form 2058, State of Legal Residence Certificate; DD Form 2266, Hometown News Release Information; DD Form 2807-1, Report of Medical History, DD Form 2807-2, Medical Prescreen of Medical History Report, DD Form 2808, Report of Medical Examination, DD Form 2870, Authorization for Disclosure of Medical or Dental Information; VA Form SGLV-8286, Service Member's Group Life Insurance Election and Certification; AF IMT 77, Letter of Evaluation; AF IMT 348, Line of Duty Determination; AF IMT 422, Physical Profile Serial Report; AF Form 522, USAF Ground Weapons Training Data; AF IMT 1297, Temporary Issue Receipt; AFOATS IMT 2, Leadership Evaluation Report; AFROTC IMT 16, Officer Candidate Counseling Record; AFROTC IMT 22, Cadet Personnel Action Request; AFROTC IMT 48, Administrative Data.

5.2. Prescribed: AFROTC IMT 1, Cadet Field Training Assignment Briefing; AFROTC IMT 2, Field Training Uniform and Equipment Checklist; AFROTC IMT 17, Cadet Field Training Counseling Record; AFROTC IMT 27, Field Training Performance Report; AFROTC IMT 82, AFROTC Cadet Sign Out/In Register; AFROTC IMT 83, In/Out Processing Checklist; AFROTC IMT 84, Dormitory Checklist of Authorized Items (male); AFROTC IMT 84M, Maxwell Dormitory Checklist of Authorized Items (male); AFROTC IMT 84-1, Dormitory Checklist of Authorized Items (female); AFROTC IMT 84-1M, Maxwell Dormitory Checklist of Authorized Items (female); AFROTC IMT 85, Squadron Area Inspection Report; AFROTC IMT 204-1, Flight Drill Performance Rating Profile; AFROTC IMT 341, Excellence/Discrepancy Report.

BEN F. YOUNG, JR., Colonel, USAF
Commander, AFROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code

Joint Federal Travel Regulation (JFTR)

DFAS-DEM 7073-3, Air Reserve Forces Pay and Allowances

AFPD 36-20, Accession of Air Force Military Personnel

AFMAN 10-100, Airman's Manual

AFI 10-248, Fitness Program

AFI 36-2011, Air Force Reserve Officer Training Corps

AFI 36-3020, Family Member Travel

AFMAN 36-2203, Drill and Ceremonies

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel

AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)

AFOATSI 35-101, AFOATS Public Affairs Program

AFOATSI 36-2007, AFOATS Fitness Program

AFOATSI 65-101, AFROTC Cadet Payment Programs

AFROTCI 36-2011, Administration of Senior Air Force ROTC Cadets

AFROTCI 36-2013, AFROTC POC Allocation and Categorization Management

AFROTCI 36-2017, AFROTC College Program

AFROTCI 36-2018, AFROTC Special Actions Program

AFROTCI 36-2020, AFROTC Cadet Awards and Decorations Program

AFROTCVA 36-3, AFROTC Ribbon Chart

T-203, Field Training Manual

T-204, Field Training Staff Manual

T-700, *The AFOATS Training Manual*

Abbreviations and Acronyms

AECP - Airman Education and Commissioning Program

AFI- Air Force Instruction

AFOATS - Air Force Officer Accession and Training Schools

AFOATSI - Air Force Officer Accession and Training Schools Instruction

AFOQT - Air Force Officer Qualifying Test

AFROTC - Air Force Reserve Officer Training Corps

AFROTCI - Air Force Reserve Officer Training Corps Instruction

AFROTCMAN - Air Force Reserve Officer Training Corps Manual

AS - Aerospace Studies

ASCP - Airman Scholarship and Commissioning Program

ATM - AFOATS Training Manual

BDU - Battle Dress Uniform

CC - Commander

COC - Commandant of Cadets

CONUS - Continental United States

CSS - Commander's Support Staff

CTA - Cadet Training Assistant

DFAS - Defense Finance and Accounting Service

DODMERB - Department of Defense Medical Examination Review Board

DoL - Department of Labor

EA - Enrollment Allocation

ECL - English Comprehension Level

ELT - English Language Training

EMPLID - Employee Identification

FDU - Flight Dress Uniform

FPRG - Field Personnel Record Group

FT - Field Training

FTDG - Field Training Distinguished Graduate

FTM - Field Training Manual

FTO - Flight Training Officer

FTPR - Field Training Performance Report

FTSP - Superior Performance/Performer

FTU - Field Training Unit

FLX - Field Leadership Exercise (formerly Field Training Exercise [FTX])

GMC - General Military Course

GTR - Government Transportation Request

HQ - Headquarters

IAW - In Accordance With

IDE - Individual Drill Evaluation

IMT – Information Management Tool

IST - In-Service Training

JFTR - Joint Federal Travel Regulation

LOD - Line of Duty Determination

MAW - Maximum Allowable Weight

MFR - Memorandum for Record

MHSS - Military Health Services System

MTF - Medical Treatment Facility

NCO - Non-Commissioned Officer

NCOIC - Non-Commissioned Officer in Charge

NET - No Earlier Than

NLT - No Later Than

OPI - Oral Proficiency Interview

PCS - Permanent Change of Station

PD - Physical Discipline

PDT - Professional Development Training

PF - Performance Factor

PFD - Physical Fitness Diagnostic

PFR - Performance Factor Rating

PFT - Physical Fitness Test

POC - Professional Officer Course

POV - Privately Owned Vehicle

PT - Physical Training

QFR - Qualifying Fitness Review

SGLI - Service Member's Group Life Insurance

SIE - Self-Initiated Elimination

SPTU - Staff Physical Training Uniform

TD - Training Day

TDY - Temporary Duty

TMO - Traffic Management Office

UCMJ - Uniform Code of Military Justice

USC - United States Code

WINGS - Web Intensive New Gains System

Attachment 2

AFROTC IMT 1, CADET FIELD TRAINING ASSIGNMENT BRIEFING

CADET FIELD TRAINING ASSIGNMENT BRIEFING	
I, Cadet <u>James R. Murray</u> (Typed/Print Name)	understand the following: (initial all items)
A. FT ATTENDANCE:	
<p>1. I have reviewed Chapter 6, Rules and Regulations, of the Field Training Manual (FTM). I understand my attendance at Field Training (FT) represents my acceptance of all rules and regulations. Example: I will not use a telephone, coordinate with family or friends to visit me during FT, consume alcohol, smoke, carry a weapon, etc. for the duration of FT. I understand violation of any FT rule could result in my immediate removal from FT and jeopardize my ability to commission. <u>JRM</u></p> <p>2. I understand FT attendance does not guarantee I will be accepted into the Professional Officer Course (POC), and the final FT evaluation could preclude my entry into the POC. I also understand I must remain qualified for the POC and commissioning in order to enlist. <u>JRM</u></p> <p>3. I must pass the Qualifying Fitness Review (QFR) to attend FT. <u>JRM</u></p> <p>a) I understand the proper procedures for accomplishing each PFT event. <u>JRM</u></p> <p>b) I understand I have one opportunity to pass the QFR. <u>JRM</u></p> <p>c) As a non-contract cadet, I understand a failure will result in forfeiture of my POC/enrollment allocation (EA). <u>JRM</u></p> <p>d) As a contract cadet, I understand a failure will result in forfeiture of my POC enrollment allocation (EA) and possible investigation for disenrollment. <u>JRM</u></p> <p>4. FT removal, self-initiated elimination (SIE), or completion with an overall "Unsatisfactory" or "Marginal" will jeopardize my status as a candidate for a commission. <u>JRM</u></p> <p>a) As a scholarship cadet, I may be disenrolled and involuntarily called to extended active duty in my enlisted grade or required to repay my scholarship benefits and may be disqualified for POC entry. <u>JRM</u></p> <p>b) As a non-scholarship GMC cadet, I may be disqualified for POC entry. <u>JRM</u></p> <p>5. I understand failure to pass one of the first two PFTs offered at FT (typically by TD-14) will result in an automatic "Unsatisfactory" rating on the Physical Fitness Assessment (PFA) Performance Factor Rating (PFR) of my FT evaluation and removal with prejudice, which will jeopardize my status as a candidate.</p> <p>6. I understand I may be required to replace any issued equipment I lose or damage at my own expense prior to leaving FT. I also understand failure to return or replace any equipment issued to me at FT will result in a rating no greater than "Marginal" on the Accepts Personal Responsibility PFR of my FT evaluation. <u>JRM</u></p> <p>7. I recognize the importance of drill and ceremonies to military training and discipline and, as such, have prepared accordingly. I understand failure of two or more Individual Drill Evaluations (IDE) will result in a rating no greater than "Marginal" on the Drill and Ceremonies PFR. <u>JRM</u></p>	
B. TRANSPORTATION:	
<p>1. If I travel by privately owned vehicle (POV), I will only be authorized reimbursement at the current mileage allowance up to the cost of the Government Travel Rate (GTR) indicated on my orders, and I will not arrive prior to 1000 hrs or after 1400 hrs. <u>JRM</u></p> <p>2. If I choose to travel by POV and arrive at FT later than 1400 hours, I understand I will receive a rating no greater than "Marginal" in the Judgment and Decision Making PFR of my FTPR. <u>JRM</u></p> <p>3. If I purchase my own ticket for commercial travel (airline, bus, or train), I will only be authorized reimbursement up to the cost of the GTR indicated on my orders. <u>JRM</u></p> <p>4. I am not authorized to fly via commercial airlines if the distance between my servicing airport hub or the FT Unit is less than 150 miles, except when waived by HQ AFROTC/IDOT. <u>JRM</u></p> <p>5. I must be ticketed to arrive on the earliest available flight on the "report date" indicated on my orders (this is TD-0). If I experience airline delays or cancellations, affecting my scheduled arrival, I will immediately notify my detachment and the FTU staff. <u>JRM</u></p> <p>6. I understand I am not authorized to depart FT prior to TD-29. Family weddings or reunions, college enrollment, household goods shipment, etc. are not exceptions. <u>JRM</u></p> <p>7. My training will begin the moment I arrive at FT. Normal training days begin at approximately 0430 and end at approximately 2100. <u>JRM</u></p> <p>8. I understand, while traveling to FT, I am not authorized to voluntarily give up my seat under any circumstances. Further, if I receive any rewards, incentives, or rebates from the commercial carrier, I will consult with my detachment or FTU staff for disposition instructions. <u>JRM</u></p> <p>9. Once a ticket is placed in the mail or otherwise given to me, it becomes my responsibility until it is recovered, turned in to the issuing authority, or its cost is otherwise reimbursed to the government. I understand I am required to travel at my own expense if the ticket is lost. <u>JRM</u></p> <p>10. I am required to travel to and from FT by the most direct and expeditious route. Hitchhiking is not authorized, and any deviation in time or direction could result in an unfavorable "line of duty" determination affecting medical coverage. <u>JRM</u></p> <p>11. I must notify my detachment in the event my commercial travel reservations are canceled or cannot be confirmed (if applicable), or I decide to decline FT and withdraw from the AFROTC program before departing for FT. <u>JRM</u></p> <p>12. I must ensure I receive complete and accurate round trip airline tickets (if applicable). <u>JRM</u></p>	

C. MEDICAL:	
<p>1. I understand the rules regarding dress and personal appearance for AF personnel in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. Including the rules on tattoos, brands, and body piercing, also apply to cadets. I also understand if I have any tattoos visible in any uniform, I must have an MFR from my Det CC stating he/she has reviewed the tattoo(s) and deemed it (them) not to be inappropriate or excessive. Additionally, I understand AFROTC requires cadets attending FT to have any any body rings, visible or non-visible (e.g., navel rings, nipple rings, earrings, tongue studs, ornamental staples, etc.) removed prior to arrival at the FTU. These items pose a health or safety hazard to the wearer and are prohibited for wear with any uniform. Removal of such items as well as unauthorized and/or inappropriate tattoos is my responsibility, including any associated costs. Failure to take these actions prior to FT will result in a rating no greater than "Marginal" on the Image/Bearing PFR. <u>JRM</u></p> <p>2. I must have a waiver from DODMERB or AETC/SG, if I use an inhaler for any reason, before I am eligible for FT. <u>JRM</u></p> <p>3. I must immediately notify my detachment of any current or future injuries, current or future medical prescriptions, or changes in medical status occurring prior to departing for FT. <u>JRM</u></p> <p>4. I must obtain a letter from my physician for any prescription medicine I take to FT, stating any possible adverse reactions to physical or mental stress, including medication that prohibits exposure to the sun (exception: birth control pills). <u>JRM</u></p> <p>5. I do not currently have any medical or physical condition (i.e. pregnancy, broken bones, pulled muscles, sprained ankle/knee, etc.), which prohibits or limits my active participation at FT (if such a condition does exist, explain). <u>JRM</u></p> <p>6. I acknowledge my responsibility to maintain my fitness level between passing my QFR and arriving at FT. <u>JRM</u></p> <p>7. I understand I must meet Air Force weight and body fat standards. Further, I understand if I arrive at FT over body fat, I will receive an automatic "Unsatisfactory" rating in the Image/Bearing PFR, will be removed from the FTU with prejudice, and sent home. <u>JRM</u></p> <p>8. I understand failure of any PFT during FT or an average score less than 75 points on all PFTs will result in a rating no greater than "Marginal" on the Physical Fitness Assessment PFR of my FT evaluation. <u>JRM</u></p>	
D. PAY:	
<p>1. I realize I should take at least \$50 for expenses during the first 2 weeks of FT, \$100.00 is recommended for extended FTUs. <u>JRM</u></p> <p>2. I will be paid approximately \$20 per day upon completion of FT (subject to change) for each day of training, minus any advance, taxes (FITW and SITW), and SGLI if elected. NOTE: Pay rules/amounts are mandated by Congress and documented in the DoD pay manual. <u>JRM</u></p> <p>3. I understand I will continue to receive subsistence while attending FT. I understand I will not be simultaneously paid stipend and training. Upon completion of FT, I will receive FT pay minus subsistence, any advance, taxes (FITW and SITW), and SGLI if elected. <u>JRM</u></p> <p>4. I will clarify questions regarding pay with detachment cadre before I depart for FT. <u>JRM</u></p>	
E. GENERAL:	
<p>I must notify my detachment of any family, financial, or work related problems, which may prevent my active participation at FT. <u>JRM</u></p>	
<p>Maxwell I _____ (FTU AND SESSION)</p>	<p>007 _____ (AFROTC DETACHMENT NO.)</p>
<p>James R. Murray _____ CADET (Typed/Print Name)</p>	<p><u>James R. Murray</u> _____ (CADET SIGNATURE AND DATE)</p>
<p>Capt John F. Smith _____ OFFICER BRIEFER (Type/Print Name and Rank)</p>	<p><u>John F. Smith</u> _____ (OFFICER BRIEFER SIGNATURE AND DATE)</p>
<p>Lt Col William A. Brown _____ DET CC (Type/Print Name and Rank)</p>	<p><u>W.A. Brown</u> _____ (DETACHMENT COMMANDER SIGNATURE AND DATE)</p>

Attachment 3

AFROTC IMT 2, FIELD TRAINING UNIFORM AND EQUIPMENT CHECKLIST

FIELD TRAINING UNIFORM AND EQUIPMENT CHECKLIST		
Annotate the inspected column with the total number inspected. Any deficiencies should be noted and corrected prior to cadet departing school for the summer. Cadets should use this checklist to pack for FT to ensure individual preparedness.		
007 DETACHMENT	James R. Murray CADET (Typed/Print Name)	12345 EMPLID
ITEM DESCRIPTION	RQMT	# INSPECTED
BLUES		
Shoes, Dress, Low Quarter (male) / Oxford (female), black leather	1	1
Socks, Cotton, black (* 2 pair issued, 2 pair personal expense)	4*	4
Trousers (male) / Slacks (female), Polywool	2	2
Belt, blue, w/chrome-like finish on clip (must match buckle)	1	1
Buckle, Belt, w/chrome-like finish (must match clip)	1	1
Shirt (male) / Blouse (female, tuck-in only), Short Sleeve w/Epaulets	3	3
T-shirt, white, v-neck (* 6 personal expense)	6	6
Name Tag, Plastic, ultramarine blue	2	2
Rank, Cadet, Third Class set (soft)	2	2
Cap, Flight, w/silver and blue diamond pattern edge braid	1	1
Jacket, blue, lightweight w/liner (Ellsworth only)	1	1
BDUs		
Boots, Combat, all-black (issue early to break in; issue-only boots)	1	1
Socks, Wool, black	4	4
Trousers, Camouflage, Woodland, Hot Weather	2	2
Web Belt, blue, w/black clip	1	1
Buckle, Belt, black	1	1
Undershirt, Brown (crew-neck) (* 3 issued, 3 personal expense)	6*	6
Shirt, Camouflage, Woodland, Hot Weather, with name and USAF tapes	2	2
Rank, Cadet, Third Class set (metal)	2	2
Watch Cap, black knit (Ellsworth only)	1	1
Cap, BDU	1	1
Gloves, black leather (Ellsworth only)	1pr	1
PTUs		
PT Uniform Shirts, Gray AFROTC-issue	4	4
PT Uniform Shorts, Gray AFROTC-issue	4	4
PT Sweatshirt (Ellsworth only)	2	2
PT Sweatpants (Ellsworth only)	2	2
Socks, plain white, below-the-calf (* 8 personal expense)	8*	8
Shoes, athletic, running (lace-up) (* 1 personal expense)	1*	1
Towel, white (small PT towel, approximately 24" x 14") (* 3 personal expense)	3*	3

<u>OTHER ITEMS (all items at personal expense)</u>	<u>RQMT</u>	<u># INSPECTED</u>
<u>Clothing Items</u>		
Underwear (males) / undergarments (females, including bras)	8	<u>8</u>
Sports Bra (females)	2	<u>2</u>
Shoe shine kit (equipment and supplies)	1	<u>1</u>
Clothes hangars (wire or plastic)	10	<u>10</u>
Recommended: More than 1 set of civilian clothes for extended FTU		
<u>Bathing and Hygiene Items</u>		
Razor with blades or electric razor (males)	8	<u>8</u>
Shaving cream (unless bringing electric razor) (males)	1	<u>1</u>
Toothbrush	1	<u>1</u>
Toothpaste	1	<u>1</u>
Shampoo	1	<u>1</u>
Comb / Brush	1	<u>1</u>
Shower clogs (flip-flops) or slippers	1	<u>1</u>
Soap (bar with soap box, or liquid soap)	1	<u>1</u>
Towel, white, bath (approximately 54" x 32")	3	<u>3</u>
Washcloth, white (approximately 12" square)	3	<u>3</u>
Storage bags, zip-lock	4	<u>4</u>
<u>Safety and Sanitary Items</u>		
Hand sanitizer, liquid	1	<u>1</u>
Insect repellant	1	<u>1</u>
Moleskin, roll (for blisters and calluses)	1	<u>1</u>
Lip balm	1	<u>1</u>
Sunscreen	1	<u>1</u>
<u>Miscellaneous Items</u>		
Batteries, "D" Cell	4	<u>4</u>
Combination lock	1	<u>1</u>
Note cards, 3x5", pack	1	<u>1</u>
Notebook, spiral, blue or black, standard size, college rule	1	<u>1</u>
Pens, black or blue ink	2	<u>2</u>
Pencils, #2	2	<u>2</u>
Picture ID	1	<u>1</u>
AFROTCMAN 36-203, Field Training Manual (issued by detachment)	1	<u>1</u>
Recommended: Laundry Detergent for extended FTU		

★ Attachment 4

IC 2006-1 TO AFROTCI 36-2010, *AFROTC FIELD TRAINING PROGRAM*

25 April 2006

★ *SUMMARY OF REVISIONS*

★ This change: implements IC 2006-1 (Attachment 4), replaces paragraphs 2.4.1 through 2.4.2.1, adds paragraphs 2.4.3 through 2.4.5.2, and replaces paragraph 2.5.1.6. A star (★) indicates changes from the previous edition.

★ 2.4.1. The cadet FT package will consist of two folding, non-pocketed folders without brads or prongs; one to be kept at the FTU CSS, and one to be maintained by the FTO. Place the folders in a 9 1/2 by 12-inch sealed envelope, which the cadet will then hand carry to FT. **NOTE:** This FT package does not apply to CTAs.

★ 2.4.1.1. DELETED

★ 2.4.1.1.1. – 2.4.1.1.7. DELETED

★ 2.4.2. The folders will be standard (letter size) file folders with **2 inch by 4 inch** white labels typed **double-spaced** IAW with Figures 2.1 and 2.2. Affix Label #1 to the upper left corner and Label #2 to the upper right corner of each folder.

★ 2.4.2.1. – 2.4.2.4. DELETED

★ 2.4.2.4.1. DELETED

★ 2.4.3. Cadets will provide three passport-size photographs, approximately 2"x 2", of themselves from the chest up. Uniforms are not required for these photos. Polaroid or digital color photos are acceptable, provided they are the correct size, clear, and contain only the cadet. Staple a photo to the middle of each folder between the two labels. The third will be placed in the FTO folder.

★ 2.4.4. Folder 1 / CSS. Complete or update the following documents prior to each cadet departing for FT. Provide *copies* of these items, *in the order listed below top to bottom*, in the folder. **DO NOT** send original documents to the FTU. Maintain all original documents at the detachment in the cadet's FPRG.

★ 2.4.4.1. AFROTC IMT 83, **In/Out Processing Checklist**, with Section I completed.

★ 2.4.4.2. A certified/qualified physical to include **both the medical history** (documented on a DD Form 2492, **DOD Medical Examination Review Board [DODMERB] Report of Medical History**, a DD Form 2807-1, **Report of Medical History**, a DD Form 2807-2, **Medical Prescreen of Medical History Report**, or a SF 93, **Report of Medical History**) and **the certification documentation** (documented on a DD Form 2351, **DOD Medical Examination Review Board [DODMERB] Report of Medical Examination**, a SF 88, **Report of Medical**

Examination, or a DD Form 2808, **Report of Medical Examination**). Detachments with Airman Education and Commissioning Program (AECp) or Airman Scholarship and Commissioning Program (ASCP) cadets attending FT will annotate on the top of the AF IMT 422, **Physical Profile Serial Report**, either “AECp” or “ASCP,” as appropriate.

★2.4.4.3. Five copies of the cadet’s FT orders.

★2.4.4.4. Completed and signed AFROTC IMT 2, **Field Training Uniform and Equipment Checklist**, which is used to ensure cadets receive all issue items they need to attend FT, (Attachment 3). AFROTC IMT 2 must be signed by the detachment COC or detachment cadre member with prior FT experience.

★2.4.4.5. Completed AFROTC IMT 1, **Cadet Field Training Assignment Briefing** (Attachment 2). AFROTC IMT 1 must be signed by the detachment COC or detachment cadre member with prior FT experience.

★2.4.4.6. One copy of travel itinerary

★2.4.4.7. One mailing label with the detachment address for use by the FT staff when returning all required documentation.

★2.4.5. Folder 2 / FTO

★2.4.5.1. Include detachment CC MFR regarding Tattoos, if appropriate.

★2.4.5.2. Third loose photo. (To be used by FTO for note taking ID or quick reference in the FTO's note tracker/notebook.)

★2.5.1.6. Ensure actions taken in paragraphs 2.5.1.1 through 2.5.1.5 are entered in WINGS.